



State of Arizona
Department of Education

Tom Horne
Superintendent of Public Instruction

Audit Resolution MEMORANDUM # 03

January 20, 2006

TO: School Districts, Charter Schools, and County School Superintendent Offices

FROM: Nancy Johnson, Audit Resolution

SUBJECT: Common Logon Access To Indirect Cost Application

The Arizona Department of Education (ADE) will be providing access to Local Education Agencies (LEAs) to the Indirect Cost application via the Common Logon.

Users at the district or holder level who have current access to Budgets/AFR and/or Grants Contacts will receive automatic access. The application will be available immediately.

See the attached letter for instructions on the application. ADE has established an e-mail inbox for all indirect cost inquiries. It is IndirectCosts@ade.az.gov.

The contact person for indirect cost is Michelle Sanchez at (602) 542-8264 or at msanche@ade.az.gov.

Instructions for Indirect Costs Application

ADE calculates indirect costs annually for all LEAs. Currently, all rates are posted on the Grants Management Web Page under Indirect Costs for each Fiscal Year.

The indirect cost application was developed to automate the calculations and then make the information available to LEAs.

To enter the application:

Once the user enters his or her user ID and password, scroll down and click on the "Indirect Costs" link.

The following screen will appear:

Message (Thursday, January 01, 2004)

The indirect cost rates are based on your Annual Financial Report (AFR) expenditures plus a carry forward provision; thus, comparisons between LEAs cannot be made.

District/Holder Name (CTDS)
Fiscal Year: 2006

2006 District/Holder Name (CTDS)

To change the fiscal year, select from the Fiscal Year drop-down list click the **Load Rates** button.

Fiscal Year: [ADE Load Rates](#)

Rates: Restricted Rate is **3.39 %**, Non-Restricted Rate is **10.22 %**

Report Requests: [ADE Request Detail report](#)

For definitions and other information related to the indirect costs calculation, please download and view the [\(MS Word\) Indirect Costs Procedures Manual](#) or [\(Adobe Pdf\) Indirect Costs Procedures Manual](#).

At this time, ADE is working on completing the detail report which shows the calculations. If you require a copy of the line by line calculations, please click on ADE Request Detail Report. This will create an email request for you that is addressed to the IndirectCosts mailbox.

Users who are not able to access this application will need to contact MIS Support to obtain access. Please call MIS Support in Phoenix at (602) 542-7378 or if located outside of Phoenix call (866) 577-9636.